



OFFICE OF THE GOVERNOR

KATHLEEN SEBELIUS GOVERNOR

EXECUTIVE ORDER 04-13

WHEREAS, administrative regulations of the Secretary of Administration have been adopted for classified employees; and

WHEREAS, on October 4, 1998, Executive Order No. 98-7 adopted and extended the application of certain administrative regulations of the Secretary of Administration to certain positions in the unclassified service under the Kansas Civil Service Act;

NOW, THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby adopt and extend the application of the following Kansas Administrative Regulations of the Secretary of Administration to unclassified employees under the Kansas Civil Service Act whose salaries are established or approved by the Governor, with limitation, expansions, or further definitions as hereinafter specified:

K.A.R. 1-2-46.	Length of service.
K.A.R. 1-5-24.	Overtime.
K.A.R. 1-9-1.	Hours of work.
K.A.R. 1-9-2.	Holidays.
K.A.R. 1-9-3.	Request and approval of leave; authorized leave; unauthorized leave.
K.A.R. 1-9-4.	Vacation leave.
K.A.R. 1-9-5.	Sick leave. Exception: Any unclassified employee receiving a starting balance of sick leave pursuant to Executive Order No. 04-06 that separates prior to completing one (1) year of service shall be exempt from the provisions of K.A.R. 1-9-5(h) that provide for the restoration of unused sick leave upon the former employee's return to a regular position with the State of Kansas within one (1) year of the time of separation with respect to the hours of sick leave granted under Executive Order 04-06. Any amount of unused sick leave that the employee accrued in accordance with K.A.R. 1-9-5 shall be available to be restored to the employee should the employee return to state service within a year of separation, but the amount of sick leave granted as a starting balance shall be excluded from that amount.
K.A.R. 1-9-6.	Leave without pay.

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- K.A.R. 1-9-7a. Military leave; voluntary or involuntary service in the Armed Forces.
- K.A.R. 1-9-7b. Military leave; voluntary or involuntary service with reserve component of the Armed Forces.
- K.A.R. 1-9-7c. Military leave; state duty with Kansas National Guard or state Guard when organized.
- K.A.R. 1-9-8. Jury duty; other required appearances before a court or other public body.
- K.A.R. 1-9-12. Funeral or death leave.
- K.A.R. 1-9-13. Payment for accumulated vacation leave and compensatory time credits upon separation. **Exception:** Any unclassified employee receiving a starting balance of vacation leave pursuant to Executive Order No. 04-06 that separates prior to completing one (1) year of service shall be exempt from the provisions of K.A.R. 1-9-13 providing for compensation of the employee's vacation leave balance at the time of separation with respect to the amount of hours of vacation leave granted under Executive Order No. 04-06. Such employees shall be compensated for any amount of vacation leave in the employee's vacation leave balance at the time of separation that was accrued in accordance with K.A.R. 1-9-4, but not for the amount of vacation leave granted as a starting balance.
- K.A.R. 1-9-14. Transfer of leave credits.
- K.A.R. 1-9-22. Job injury leave.
- K.A.R. 1-9-23. Shared leave. **Exception:** The extension of K.A.R. 1-9-23 shall be limited to unclassified employees that are eligible for benefits only.
- K.A.R. 1-9-24. Disaster service volunteer leave.
- K.A.R. 1-9-27. Family and Medical Leave Act of 1993 (FMLA).
- K.A.R. 1-11-1. Resignation. **Exception:** The extension of K.A.R. 1-11-1 is limited to subsections (a) and (b) only.
- K.A.R. 1-13-1a. Content and disclosure of information in employees' official personnel records.

An unclassified employee shall be considered to be a temporary employee if the employee will be employed in an agency for less than six (6) months.

Nothing contained in this Order shall apply to certain unclassified part-time positions exempted by the Secretary of Administration with the approval of the Governor.

The application of the above-cited administrative regulations to the unclassified service shall commence on the effective date of this document.

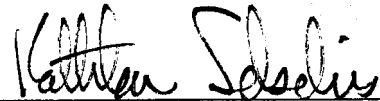
Resolution of any conflict arising from the adoption and application of these administrative regulations to the unclassified services shall be by the Secretary of Administration, subject to appeal to the Governor.

From and after the effective date of this Executive Order, Executive Order No. 98-7 is hereby superseded by this order and the force and effect of Executive Order No. 98-7 is hereby rescinded.

This document shall be filed with the Secretary of State as Executive Order No. 04-13 and shall become effective immediately.

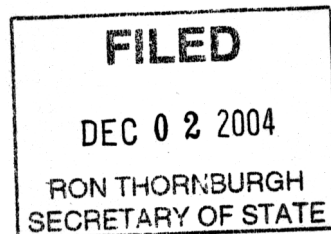
THE GOVERNOR'S OFFICE

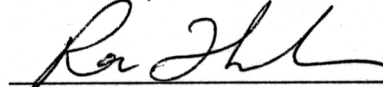
BY THE GOVERNOR



DATED

12/01/





Secretary of State



Assistant Secretary of State